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*Reports 15a*  
*IC S*

ref: ER 74-1565

30 May 1974

MEMORANDUM FOR: DDCI

SUBJECT : Significant IC Staff Activities During Your Absence

1. On 28 May, the DCI, accompanied by [ ] AD/DCI/IC, met with the House Appropriations Subcommittee on the National Foreign Intelligence Budget and the CIA budget, completing his defense of FY 75 Community & CIA Budgets before Congress.

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2. Copies of the DCI's proposed "Objectives for the Intelligence Community for FY 1975" have been provided to USIB and IRAC members and comments were requested by 28 May. The DCI personally addressed the objectives at the 20 May IRAC meeting and at the USIB meeting today. Working sessions have been held with OMB representatives and the DCI and the Director OMB, Roy Ash, are now scheduled to meet for a final discussion on 14 June. All agencies are expected to provide their FY 75 objectives to OMB by 15 June for forwarding to the President.

3. Agreement has been reached with JCS, J-5 that the next phase of the national/tactical intelligence interface study will concentrate on contingency situations in the Mediterranean and the operational commanders' intelligence requirements national assets could support.

4. On 22 May [ ] who is [ ] replacement as DDI/DIA, visited the IC Staff for orientation and briefings.

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5. Briefings:

a. The DCI will attend the Army ACS(I) briefing for the D/DCI/IC on planning for SIGINT/ECM direct support to the field army, scheduled for 31 May, 1000 hours, in room 6E0708.

b. NSA is scheduled to brief the DCI on the DepSecDef directed CCP decrements in the DCI Conference Room, 1530-1630 hours, 6 June.

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[ ]  
Daniel O. Graham  
Lt. General, USA  
D/DCI/IC

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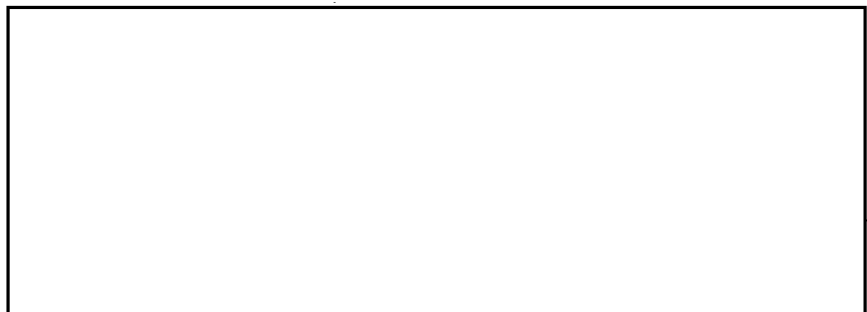
Preparation of Briefing Books for the Director and Deputy Director

1. As a general rule, we should not report in the briefing book on items which will be presented to them separately, such as minutes of the Morning Meeting, intelligence publications, correspondence, cables, etc.

2. We should include a brief, concise, up-to-the-minute statement about significant things that have happened during their absence about which they should be made aware as promptly as possible. Normally, if we refer to correspondence, it should be summarized rather than enclosed. There may, of course, be exceptions. Some events may not lend themselves to adequate coverage in the briefing book. In this case, it might be desirable to include enough to alert them and follow up with a fuller briefing at their earliest convenience or submit a fuller memorandum. Trivia or routine things about which they have no need to learn promptly, if at all, should not be included.

3. As to format, the briefing book will include exactly what is served up. In order that the total package may have some uniformity, material should be prepared on 8 x 10 1/2 paper suitable for insertion in a three-ring looseleaf notebook.

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## EXECUTIVE SECRETARIAT

## Routing Slip

Executive

74-1565

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		<del>XX</del>		
2	DDCI				
3	S/MC				
4	DDS&T	X			
5	DDI	X			
6	DDM&S	X			
7	DDO	X			
8	D/DCI/IC	X			
9	D/DCI/NIO	X			
10	OGC	X			
11	OLC	X			
12	IG	X			
13	Compt	X			
14	D/Pers				
15	D/S				
16	DTR				
17	Asst/DCI	X			
18	AO/DCI				
19					
20					
21					
22					
SUSPENSE		Noon, 30 May Date			

## Remarks:

**General Walters will be out of the city 16-30 May. We will be assembling a briefing book for him and would appreciate contributions by Noon, 30 May.**

Executive

16 May 1974

Date

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